



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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June 28, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-53

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Insurance Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through the Office of State Uniform Payroll are for all state employees and all state agencies. The only exception to this is higher education state agencies overseen by a Governing Board. The Governing Board has the authority to approve additional products, remove products and set deadlines per the Boards' established policies.

Upon recommendation of the Uniform Payroll Insurance Commission (UPIC) Subcommittee, new deadlines have been established for vendor submissions to OSUP. The Payroll Deduction Rule will be revised at a later date to include these changes in the deadlines.

1. The new deadlines for submitting changes to existing products/policies (including, but not limited to, co-payment changes and benefit changes) are May 1 and November 1 annually with effective dates for solicitation of approved changes being August 1 and February 1 annually, respectively.
2. The new deadline for rate increases to be submitted to OSUP is December 1 annually for implementing the rate increase for July 1 the following year.

The following enhancements have been approved for the May 1, 2004 deadline to be effective August 1, 2004:

1. American Family Life Assurance Co (AFLAC), **flex eligible** Cancer policies

Original Policy	Enhanced Policy
A-59100-LA	A-75100-LA
A-59200-LA	A-75200-LA
A-59300-LA	A-75300-LA

2. American Family Life Assurance Co (AFLAC), non-flex eligible Accident policies

Original Policy	Enhanced Policy
A-33000-LA	A-34100-LA
A-33100-LA	A-34200-LA

3. American Public Life, non-flex eligible Accident policy

Original Policy	Enhanced Policy
A-2	A-3

There will be no changes to the product descriptions or wage types in eEnrollment/ISIS HR as these enhancements are to specific policies under the existing product.

Vendors will send letters to those employees that currently have the original policy. There is no specific agency action necessary for the enhancements to the non-flex policies. For processing the **flex eligible** policy enhancements, the employee's options will depend on whether or not they are in the flex plan as of July 1, 2004.

In Flex as of July 1, 2004:

- 1) Employees have **60 days** from August 1, 2004 effective date to convert to the enhanced policy and continue to have the premiums sheltered under flex. After the 60 days, premiums cannot be sheltered under flex.
- 2) Employees must complete a Request for Change in Flex Plan Election document if they convert to the enhanced policy and wish to continue to have the premiums sheltered under flex. Employees should select "Significant increase in cost or curtailment of coverage" for the Qualifying Event.

Not in Flex as of July 1, 2004:

- 1) Employees can pick up the enhanced policy any time during the plan year.
- 2) No Request for Change in Flex Plan Election document required.

Employees who have elected to convert the original policy to the enhanced policy **under flex** must sign the State Employee Payroll Deduction Authorization form (SED-4) **and** Request for Change in Flex Plan Election document and send them back to the vendor by September 13, 2004. The vendor will forward the signed copy of the SED-4 form and Request for Change in Flex Plan Election document to the payroll office by September 17, 2004 to be entered.

For those employees that are not in flex or elect to not have the converted policy under flex, the vendor will forward the SED-4's to agency payroll offices as received.

If you have any questions, please contact Angela Woods at (225) 342-5345.